



**Posted: March 28<sup>th</sup>, 2024**  
**Internal/External**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full-Time** position:

### **REGISTERED EARLY CHILDHOOD EDUCATOR O'Shkiigmong Early Learning Centre**

The purposes of this position are:

- The Registered Early Childhood Educator is responsible to provide a clean, caring, safe and educational program for young children and their families in a group setting
- Educators are to cultivate authentic, caring relationships and connections to create a sense of belonging, nurture children's healthy development and support their growing sense of self, provide environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry, and foster communication and expression in all forms

The duties and responsibilities of this position are categorized into seven main functions:

1. Corporate
  - Follow all organizational policies and procedures of Curve Lake First Nation and the O'Shkiigmong Early Learning Centre
  - Be aware of the values, mission statement and guiding principles of O'Shkiigmong Early Learning Centre
2. Operational
  - Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities
  - Establish and carry out daily schedule that incorporates child-directed activity, care routines and transition times
  - Organize space, equipment and materials prior to activities
  - Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing
  - Set up daily routines to take advantage of embedded learning opportunities
  - Plan and carry out experiences that promote children's understanding of their own and other cultures and value system
  - Plan and carry out activities that promote problem-solving play (pretend play, creative and constructive play and games with rules)
  - Organize physical and social environment to extend and expand child-directed play experiences
  - Recognize and build on emergent and early literacy and numerical activities
  - Represent and document children's activities – photos, display of children's drawings and printing, portfolios
  - Provide experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes
  - Participate in short and long term planning with the Early Learning Centre philosophy and policies
  - Immediately address problem behavior without labeling the child
  - Follow behavior guidance policy established by the O'Shkiigmong Early Learning Centre
  - Follow the Early Learning Centre procedures for maintaining health records, hygienic routines, universal precautions and administering medication and first aid



- Report all incidents, injuries and illness to the Supervisor or designate and record such incidents in the daily log, playground log and a serious occurrence, if necessary
  - Monitor the indoor and outdoor environment for hazards
  - Update daily children's allergies and other special conditions
  - Report all incidents of suspected child maltreatment
  - Release children only to persons authorized by the parent/guardians
  - Follow cleaning requirements as determined by cleaning checklist
  - Set up and put away sleep cots
  - Seek out opportunities to recognize and respect family's child rearing practices and expert knowledge about their children
  - Guide families to agencies that will allow them to enhance their children's early learning and development
  - Complete daily information charts appropriate for the age group
  - Discuss the program's daily events with family members at drop-off and pick-up times
  - Follow licensing and other regulatory requirements
3. Human Resources
- Carry out the responsibilities of the Supervisor as the designate when requested
  - Keep up-to-date with early childhood education and advocacy developments
  - Maintain regular attendance and punctuality and submit accurate time sheets every month
4. Communications
- Report to the Supervisor
  - Participate in staff meetings
  - Maintain confidentiality of all information related to the Early Learning Centre's children, families and staff
  - Use positive communication
  - Ensure all correspondence is prepared and distributed professionally on approved letterhead or memo form and has been proofread
5. Financial
- Follow the financial policies as they apply to this position
  - Ensure approval of all purchases. Submit receipts for purchase for reimbursement
6. Health and Safety
- Maintain current first aid, CPR, WHIMIS, and Food Handlers
7. Other
- Performs such other related duties reasonably required by the Early Learning Centre Coordinator or Program Supervisor that may include but not be limited to: Island days, Planned excursions, Island sleepover, Swimming, School transaction days, Professional development, Busses, Walks, Day Care Picnic, Christmas Party, Christmas Parade, Staff Meetings

**QUALIFICATIONS:** Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

### **Education & Experience:**

- Registered with the College of ECE's
- Graduate of Early Childhood Education program
- Current CPIC/Vulnerable sector
- Current First Aid/CPR Certification
- Basic knowledge of Curve Lake First Nation and its business policies and processes
- Exhibits a high degree of initiative and self-direction; good oral and written communication skills; good organizational skills and ability to work in a group setting.
- Two to three years' experience may be required

### **RATED REQUIREMENTS:**

#### **Knowledge/Skills/Abilities:**

- Patience, dedication, energy, enthusiasm and caring
- Ability to deal with non-routine situations
- Ability to handle emergencies, crisis, or hostile behavior
- Ability to maintain control in frustrating situations
- Ability to report non-routine situations to Supervisor
- Ability to maintain confidentiality of all information related to children, parents and staff
- Ability to carry/lift children and carry/lift/move moderately heavy items
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, high noise levels and occasional inclement weather

#### **Personal Suitability:**

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

### **TERMS OF EMPLOYMENT:**

This is a Permanent Full Time position beginning immediately. Hours are Monday to Friday. Annual salary range for this position is **\$51,848 - \$56,457** based on a 39.5 work week.

### **APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

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**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:**

Agnieszka Mlynarz, Human Resources Coordinator  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications: Friday April 12<sup>th</sup>, 2024 @ 12:00pm (noon)**

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

**While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.**

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.